

LAND DIVISIONS & DEDICATIONS

3

This chapter provides real estate information necessary for developing within the city. It includes processes and requirements for creating subdivisions, condominiums, maps of dedication, dividing and assembling land, changing property lines, and abandoning roadway and Government Land Office easements. Land survey and mapping requirements are also detailed.

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This section describes the city's processes and requirements for preliminary and final plats for subdivisions (creating 4 or more lots), condominium development plats, and maps dedicating land and easements for public use. It also describes how to make changes to approved plates through the plat amendment process.

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GENERAL INFORMATION

3-1.000

PLATTING PROCESS

3-1.001

All subdivision, condominium and amended plats are processed, reviewed, and approved through the steps described in [Section 1-1](#). The main purpose of these mapping processes is to accomplish the land division and associated dedications necessary for orderly development.

These land division products enable lots, rights-of-way, easements, tracts, and other pertinent information to be dedicated and graphically depicted on maps. These maps convey many types of rights, responsibilities, and conditions, and become part of the public record through recordation in the Maricopa County Recorder's office.

SUBDIVISION APPROVALS

3-1.002

Subdivision plats require both Development Review Board and City Council approval. Amended Subdivision Plats (Replats) may only require City Council approval, depending on the extent of the amendment (see [Section 3-1.103](#)).

Subdivision final plats are scheduled for City Council approval when all final plans (improvement, landscape, and plat, etc.) required for the subdivision have been reviewed and approved by city staff. Scheduling final plats is subject to City Council agenda priorities and availability. City Council approved final plats are recorded in the Maricopa County Recorder's office (<http://recorder.maricopa.gov>).

CONDOMINIUM APPROVALS

3-1.003

Condominium plats must conform to all city codes and ordinances, Development Review Board and city staff stipulations, and Arizona State Department of Real Estate requirements. The applicant is responsible for obtaining and fulfilling all of these requirements whether or not they are referenced or stated in this manual.

New condominium plats are subject to Development Review Board approval. Conversions of existing sites to condominiums are subject to staff approval and may require additional Development Review Board review.

MAPS OF DEDICATION

3-1.004

A Map of Dedication is used to establish fee public rights-of-way, access, and public utility easements, etc. Maintenance responsibilities are also established. Maps of dedication replace individual dedication documents that may require lengthy metes and bounds legal descriptions and exhibits. Maps of Dedication may be approved administratively and do not require City Council approval.

3-1.005**INDIVIDUAL DEDICATION BY SEPARATE INSTRUMENT**

Individual dedication forms are used in all other situations that require a roadway or an easement conveyance when no mapping process is required. (See [Appendix 3-1A](#) for dedication descriptions.)

The dedication of property rights and maintenance requirements established by the recording of these maps and individual dedications are requirements of final plans approval process. No plan approvals or building permits will be issued until all dedications have been approved and recorded.

3-1.006**PUBLIC ROADWAY ABANDONMENT**

Public roadway abandonment is a process by which the city of Scottsdale gives up its public interest in public roadways. These roadways may have been obtained using many different methods, including but not limited to subdivision plats, deeds, easements, and reservations. These roadways may be called streets, alleys, rights-of-way, roadway easements and roadway reservations; they all contain roadway rights in favor of the city of Scottsdale (general public). Public roadways are typically recorded in Maricopa County Recorder's Office as a matter of public record. All public roadway abandonment requires a pre-application to initiate the process (www.scottsdaleaz.gov/bldgresources/forms/) and is subject to mandatory Planning Commission and City Council hearings (see [Section 3-4](#)).

3-1.007**RELEASE OF EASEMENTS**

All public utility easements and easements other than public roadways as described above, may be applied for release through the city's release of easement application (see www.scottsdaleaz.gov/bldgresources/forms/). All requirements of the application must be completed, and submitted for review at the Development Services department along with the easement release application fee (see fee schedules at www.scottsdaleaz.gov/onestopshop). All application fees are non-refundable. If the application is approved, the city will record a release of easement document with Maricopa County acknowledging the city releasing its interest in the subject easement. A release of easement does not require Planning Commission or City Council hearings.

3-1.100**SUBDIVISION PLATS**

A property owner wanting to subdivide land into 4 or more lots must file for review and approval of a preliminary and final plat. The preliminary plat is subject to Development Review Board approval. After the preliminary plat is approved, final engineering and plat plans must be submitted and approved through final plan review. The final plat requires City Council approval for substantial conformance to the preliminary plat. Once approved by City Council, the final plat will be recorded with Maricopa County Recorder's office to complete the process.

3-1.101**PRELIMINARY PLATS**

A preliminary plat shows the approximate location of the street system, the approximate size and configuration of each lot and tract, and other information needed by the city to evaluate the proposed subdivision. Application submittal requirements beyond the general requirements listed below are determined in the pre-application meeting. (See www.scottsdaleaz.gov/bldgresources/forms/ for a preliminary plat checklist.)

Plat requirements may result from Zoning Ordinance requirements, such as the Planned Residential Development (PRD), the Environmentally Sensitive Lands (ESL) sections, or from specific zoning stipulations (see www.scottsdaleaz.gov/codes). The applicant is responsible for meeting all requirements.

At a minimum, all preliminary plats require the following information:

1. Submit a digitized, electronic copy of the preliminary plat (see [Section 3-1.700](#) for specific requirements).
2. All maps need to conform to the land survey requirements shown in [Section 3-3](#).
3. Provide statements describing the existing zoning, gross subdivision area in acres, number of lots, minimum lot size, and average lot size. A table is required on the plat showing all lot areas. Each tract, lot, or public rights-of-way must have a note indicating its approximate area, the planned use and improvement, if any, and the agency responsible for maintaining the tract.
4. Show the location and size of all existing easements, rights-of-way, and man-made structures or facilities within the boundary of the proposed subdivision.
5. Show the topography of the area to be subdivided under pre-development conditions. The portrayal of the topography must extend at least 150 feet outside the boundaries of the proposed subdivision. Use contour lines with the contour intervals listed below:
 - Within Hillside Conservation areas: 10-foot intervals.
 - Outside Environmentally Sensitive Lands (ESL) areas: 1-foot interval.
 - Within Environmentally Sensitive Lands (ESL) areas: 2-foot intervals or at appropriate intervals as determined by the Current Planning Director.
 - Within Hillside District (HD) areas: 2-foot intervals.
6. Indicate by arrows the location, direction, and amount of flow of all natural washes and existing or planned man-made drainage channels which flow through, adjacent to, or begin within the proposed development.
7. Show all lots, tracts, and street rights-of-way planned within the subdivision. Number all lots sequentially and identify all tracts by letter; provide dimensions to indicate the sizes of all lots and tracts. Show required setback lines and proposed building envelopes (if used).
8. Designate all areas within the plat boundaries not occupied by lots or public streets as tracts. Label the tracts' use and note the agency responsible for the maintenance of the tracts.
9. Guidance for Corner Lots:
 - A corner lot should not be so small or narrow to prohibit building a house comparable to others within the subdivision.
 - Corner lots will have an 8-foot public utility easement adjacent to the property line in the front yard as well as the yard facing the side street. Fences and walls cannot be constructed within these easements. It is also recommended that mailboxes other above ground non-utility structures be located outside these easements.
 - Lots may need to be larger if they have drainage easements, are located on adverse terrain or where substantial cuts or fills occur, or along subdivision perimeters.
 - Where a corner lot abuts a key lot, the height and location of walls and fences in the yard facing the side street must conform to the front yard requirements for walls and fences.
10. Utility easements along side or rear lot lines must be entirely within a lot (not split with part on one lot and the remaining portion on an adjacent lot), and must be at least 12-feet wide. Utility easements along the front of lots and tracts must be at least 8-feet wide.

11. Surface drainage easements may be split so that a portion lies on one lot and the remaining portion lies on the adjacent lot.
 - a. If development approval requires a wash be retained in its natural state, then submit supporting hydrologic and hydraulic calculations with the preliminary plat to demonstrate:
 - i. The easement or tract set aside for drainage is of sufficient width to carry the peak 100-year flow without endangering life or property outside the easement or tract, and
 - ii. The easement or tract set aside will accommodate usual maintenance equipment.
 - b. If a development will have a property owners association, then land set aside for surface drainage should be in a tract owned and maintained by the property owners association and not in an easement (where maintenance responsibility would be split among several property owners).
12. Identify areas to be used for storm drainage retention or detention. These areas will be tracts owned and maintained by a property owners association. Sufficient dimensions and other information must be provided to describe the size of the area, the approximate depth, and the slope of the sides.
13. Show the proposed layout of water and sewer lines for the development. Indicate the size of the lines and direction of flow.
14. Show the street drainage pattern and direction by arrows and indicate those points where concentrated flow is added or removed from the street.
15. Show proposed locations of bikeways and multi-use trails within the plat boundaries. These locations must conform to the city's approved master plan.
16. If the subdivision will have a property owners association, indicate this on the plat with an appropriate statement as it relates to the duties and requirements as outlined in the CC & Rs – such as the ownership and maintenance of tracts.
17. If streets will be private, indicate this with a note on the plat, and state that the property owners association will maintain streets and any streetlights located within the private rights-of-way.
18. If the developer intends to have one recorded plat for the entire subdivision, but plans to phase the improvements, the plat must have a statement indicating this and suitable marking showing the proposed phasing. Indicate any temporary cul-de-sacs, infrastructure lines, and valves, etc.
19. Submit a master plan for a large parcel of land that will be subdivided with several recorded plats over a period of time. Submit a preliminary plat for only the “first phase” that the developer intends to secure a recorded plat. Submit subsequent preliminary plats that conform to the master plan.
20. All projects subject to the ESLO will provide Natural Area Open Space (NAOS) as required in the Zoning Ordinance. All exempted hillside ordinance projects shall provide NAOS as required in former Section 6.806.A.1 of the Zoning Ordinance.
21. Show the proposed layout and distribution for all required NAOS. NAOS may be maintained by a property owner's association and will be dedicated as an easement. In addition, indicate the process for NAOS dedication either all on the final plat, or some at the time of custom lot site plan development.
22. Submit a native plant program (see Section 7.500 of the Zoning Ordinance) for property containing protected native plant material as identified in Section 46-105 of the City Code.

FINAL PLATS

A final plat must be in substantial conformance with the approved preliminary plat, and all appropriate City Codes and Ordinances. The applicant is responsible to obtain and fulfill any and all City Codes and Ordinance requirements whether or not they are referenced or stated in this manual. The final plat is subject to City Council approval and must be recorded in Maricopa County Recorder's Office. Submit the final plat, prepared and sealed by a registered land surveyor (see [Figure 3.1-1](#) below), for review by city staff and Council.

3-1.102


LAND SURVEYOR'S CERTIFICATION	
<p>THIS IS TO CERTIFY that the Survey and Subdivision of the premises described and platted hereon were made under my direction during the month of _____, 20____; that the survey is true and complete as shown; that monuments shown actually exist or will be set as shown; that their positions are correctly shown; and that said monuments are sufficient to enable the survey to be retraced.</p>	
<p>_____ Name Registered Land Surveyor # _____</p>	

FIGURE 3.1-1. LAND SURVEYOR'S CERTIFICATION BLOCK

A. Final Plat Submittal Requirements

1. Include four copies, 24-inch by 36-inch blue lines, of the final plat, one copy each for the planning, fire, engineering and survey review disciplines.
2. Submit a digitized, electronic copy of the preliminary plat (see [Section 3-1.700](#) for specific requirements).
3. All maps need to conform to the land survey requirements shown in [Section 3-3](#).
4. Final plat must be in conformance with preliminary plat requirements and meet all requirements included on the Final Plans Submittal Requirement sheet of the preliminary plat stipulation package.
5. Submit a commitment for title insurance (dated within 30 days prior to submittal date) identifying the City of Scottsdale as the proposed insured, with the final plat. (See [Section 3-1.602](#), for additional information on title evidence submittal requirements.)
6. Dedication statements must describe the ownership, the formation of lots, streets, tracts and easements. They should include maintenance responsibilities and rights conveyed to the public or private rights conveyed to public, property owners, or adjacent property owners.
7. Dedication language must include the following warranty:

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this plat is recorded.

8. A Notary Public or other authorized officer, as set forth in Arizona Revised Statutes, must acknowledge the signature of the owner.
9. Ratification by lienholders:

If any property is encumbered by a deed of trust, a mortgage, and/or an agreement, the lender must ratify (confirm/consent to and approve) the plat. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Maricopa County Recorder's office. A Notary Public or other authorized officer, as set forth in Arizona Revised Statutes, must acknowledge the signature of the lienholder (see [Appendix 3-1B](#) for a final plat dedication example).

 - If the lender is a corporation, submit a certified copy of a resolution identifying the individual authorized to sign on behalf of the corporation with the plat to the city for recording.
 - If a partnership and/or a joint venture is involved, submit a copy of the partnership or the joint venture agreement to the city for review. If either agreement does not designate an individual to sign on behalf thereof, include a resolution defining this responsibility.
 - A Notary Public must acknowledge the lender's signature.
10. Show all lots, tracts, and street rights-of-way planned within the subdivision. Number all lots sequentially and identify all tracts by letter; provide dimensions to indicate the sizes of all lots and tracts. A table showing the square footage for all lots is required on the plat.
11. Private streets require separate tracts with dimensions equal to the public rights-of-way standard unless approved by City Council through the amended standards zoning process. Easements for private streets are unacceptable. Plats must have a note stating the following:

The streets are private streets, to be owned and maintained by the property owners association. Normally, after this plat is recorded, the city of Scottsdale will not accept dedication of the streets to the public in order to relieve the property owners association of street maintenance responsibilities unless all street improvements and rights-of-way meet current applicable city standards.
12. Private streets require controlled access to the public street system. These controlled access entrances to the subdivision private streets must provide adequate turn-around areas as prescribed by the city's Transportation Department.
13. Sight distance triangles must be clear of landscaping, signs, or other visibility obstructions between 2 feet and 7 feet in height and 6 inches maximum width or diameter.
14. Projects requiring dedication of NAOS shall submit a detailed worksheet and graphic depicting the required and provided amounts of NAOS being dedicated for the subdivision.
15. Submit a separate document at the time of final plat submittal identifying how NAOS will be secured prior to and during construction to ensure that those areas will remain undisturbed.
16. After the plat is approved, submit three 4-mil photo plat Mylar originals or one original signed 4-mil plat Mylar and two 4-mil photo plat Mylar copies to the city for city approval signatures. All signatures and notary stamps must be in black ink. The city will record these plat Mylars in the Maricopa County Recorder's Office as described in this manual (see [Section 3-1.400](#)). The original is returned to the city, one copy stays at the Recorder's Office, and one copy is returned to the surveyor/engineer.

PLAT AMENDMENTS

An owner/developer may want to make changes to an approved, recorded plat. The nature and complexity of the change will dictate the amendment process as described below. City staff will determine if the replatting or an amendment to plat is subject to changes in ordinance, city code, or state statute enacted since the original plat was approved.

1. Return to the preliminary plat/final plat procedure (major changes):

Use this method when major changes are proposed to zoning, lot size, number of lots (+/- three or more), tracts, or common area facilities. Any change, which substantially alters the original approved plat, as determined by city staff, requires a full preliminary plat and final plat procedure.

2. Replat procedure (moderate changes):

Use this method when proposed changes involve items, such as the following: number of lots (+/- 1 or 2), lot lines (+/- 3 feet or more) of more than three lots, roadway alignment, abandonment of public rights-of-way, vacation of easement, rededication of easements or rights-of-way, changes to common areas tracts, or third party involvement (such as lienholders, financial institutions, property owners association). No preliminary plat is required with this procedure. A final plat process is required, and replats require City Council approval.

3. Certificate of Correction (minor changes):

Use this method when no more than a maximum of three minor changes are proposed. These changes may be to lot lines (2 feet or less) of one or two lots, bearing or distance changes, minor corrections to language of dedication, notes, or legal description. Certificates of correction prepared by the original surveyor are preferred (see [Appendix 3-1B](#) for the Final Plat Dedication Example).

CONDOMINIUM PLATS

Condominium (condo) plats create a system of individual fee ownership units in a multi-unit structure, combined with joint ownership of common areas of the structure and land.

CONDOMINIUM PLAT PROCESS

Condominium plats are usually processed in conjunction with a Development Review Board site plan review procedure. In addition, use a condominium plat to convert an existing structure, apartment building, or commercial center to a condominium. Conversion of an existing structure to a condominium is subject to city staff review to determine conformance with current requirements, such as parking, drainage, and emergency vehicle access, etc. (For more information, see www.scottsdaleaz.gov/bldgresources/forms.) The city staff may determine that an additional Development Review Board review is required. In either circumstance, the final condominium plat does not require City Council review.

A. Condominium Plat Submittal Requirements

1. Submit one 24-inch by 36-inch copy of the plat to the city for review.
2. Submit a commitment for title insurance (dated within 30 days prior to submittal date) identifying the City of Scottsdale as the proposed insured, with the condominium plat. (See [Section 3-1.602](#).)

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3. Include the following warranty statement and notarization on each condominium plat:

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this plat is recorded

4. A notary public or other authorized officer, as set forth in Arizona Revised Statutes, must acknowledge the owner's signature.
5. Conform all condominium plats to the land survey requirements in this manual (see Section 3-3).
6. Dedicate public streets, public easements, private streets, and private easements as required. Dedication statements must describe the ownership, formation of units, streets, tracts, and easements; and include information on maintenance, rights conveyed to the public, and/or rights conveyed to public, property owners, or adjacent property owners (see Appendix 3-1C Condominium Dedication Example).
7. Identify each individual unit by number and all tracts for common areas by letter. Provide bearings, distances, dimensions, and curve data necessary for the complete description of each individual unit or tract. Any area not occupied by an individual unit is common area and must be designated as a tract.
8. Conform all suite and unit numbers to MAG standards: commercial—3-digit suite numbers, residential—4-digit unit numbers. Example for commercial: 1st floor 101, 2nd floor 201, 3rd floor 301.
9. Verify that each building, suite and unit has a unique identifier, such as Building 1, Unit 1001, or Building A, Suite 101.
10. Submit a certificate of correction for existing projects where the suites/units do not conform to MAG standards. The engineer of record shall submit the certificate to the city with a signature line for city approval.
11. Tie floor elevations for each residential unit to the city's vertical control data. Tie horizontal residential unit boundaries to the project's property lines by bearing and distance.
12. Include the following note on the condominium plat for private streets within the condominium. (Perimeter streets may be public streets.)

The streets are private streets, maintained by the property owners association. Usually, after this plat is recorded, the City of Scottsdale will not accept dedication of the streets to the public to relieve the property owners association of street maintenance responsibilities.

13. If the common area for a condominium is used as a "blanket easement" for public utilities, show the areas that will be used for swimming pools, saunas or other permanent structures (other than individual units) as exceptions to the "blanket easement."
14. Include a ratification block and acknowledgement, if necessary, as shown in [Appendix 3-1C](#).

15. Once the plat is approved, submit three 4-mil photo plat Mylar originals, or one original signed 4-mil plat Mylar and two 4-mil photo plat Mylar copies to the city for signature. All signatures and notary stamps must be in black ink. The city will record these plat Mylars in the Maricopa County Recorder's Office as described in this manual. The original is returned to the city, one copy stays at the Recorder's Office, and one copy is returned to the surveyor/engineer.
16. The city will record any certificate of correction to correct condominium suite/unit numbers to conform to MAG standards (see [Appendix 3-1C](#)).

MAP OF DEDICATION

A map of dedication is used on commercial and industrial sites in place of individual easements that may require lengthy metes and bounds legal descriptions and exhibits. Use these maps to dedicate land to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use. A map may also dedicate easement rights for private purposes.

Maps of dedication are approved administratively and do not require City Council approval.

MAP OF DEDICATION SUBMITTAL

1. Submit one 24-inch by 36-inch copy of the map to the city for review.
2. All maps need to conform to land survey requirements described in [Section 3-3](#).
3. Submit a commitment for title insurance (dated within 30 days prior to submittal date) identifying the City of Scottsdale as the proposed insured, with the map of dedication. (See [Section 3-1.602](#).)
4. A dedication statement is required for all road rights-of-way and easements to be dedicated to the public, and for any and all private roadways and easements. A Notary Public or other authorized officer, as set forth in Arizona Revised Statutes, must acknowledge the signature of the owner. (See [Appendix 3-1D](#) Map of Dedication Example for general format of dedication language.)
5. A dedication requires the following warranty statement:

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this map, and that every lender, easement holder, or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this map has consented to or joined in this map, as evidenced by the instruments, which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this map is recorded.

6. If a deed of trust, mortgage, or property interest agreement encumbers any of the property, the lender must ratify (consent to and approve) the map. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Maricopa County Recorder's office (see [Appendix 3-1D](#) for the Map of Dedication Example).
 - a. If the lender is a corporation, submit a certified copy of a resolution showing who is authorized to sign on behalf of the corporation with the map to the city for recording.
 - b. If a partnership and/or a joint venture is involved, submit a copy of the partnership or the joint venture agreement to the city for review. If either agreement does not designate an individual to sign on behalf thereof, include a resolution defining this responsibility.
 - c. A Notary Public must acknowledge the lender's signature.

3-1.300

3-1.301

7. Each map of dedication must have an approval signature block for the Project Coordinator and the Chief Development Officer (see [Appendix 3-1D](#)).
8. Submit on three 4-mil photo Mylar signed original drawings or one original 4-mil Mylar plat drawing and two 4-mil photo Mylar copies or to the city for approval signatures from the Project Coordinator and the Chief Development officer. All signatures must be in black ink.
9. Recording a Map of Dedication is the same process as subdivision maps (see [Section 3-1.400](#) below). (See [Appendix 3-1D](#) for the Map of Dedication Example.)

3-1.400

RECORDING PROCESS & REQUIREMENTS

Subdivision plats, condominium plats, amended plats, and maps of dedication must be recorded at the Maricopa County Recorder's office. The city of Scottsdale fees for recording the final plat are found in the city's current Fee Schedule (www.scottsdaleaz.gov/bldgresources/fees).

The applicant must submit the Subdivision Plats to the city **within 90 days** of the final plat approval by the City Council. The sub-divider shall submit three original final plats or one original final plat plus 2 photocopies, all on 4-mil Mylar.

1. All other maps may be submitted to the city after final plans approval.
2. Within 30 days of receiving the final plat Mylars and recording fee, the city shall record the plat at the Maricopa County Recorder's Office.
 - a. Staff may approve recordation by a reputable title company. The property owner or their agent will provide the city with a title company name, address, and title officer's phone number. The title company will be contacted when the plat is fully executed by the city and ready for recording. After the plat is released to the title company, the title company will have five days to record the plat.
 - b. If the title company is unable to perform the recording within five days, it will either arrange for an extension through city staff or return the plat. Once recorded, the title company will return one original Mylar to the city's Records Department.

3-1.500

PLAT MAP STANDARDS

The following depict the general map submittal standards for subdivision plats, condominium plats, and maps of dedication. Each map type may require additional items that are not included in this list.

A. Cover Sheet Requirements

1. Name of proposed project
2. Legal description and Township/Range
3. Owner/Developer name, address, phone number
4. Engineer/Surveyor name, address, phone number
5. Existing zoning, number of acres
6. Vicinity map
7. Sheet number
8. Dedication setting forth ownership, lots, streets, and easements, etc.
9. Owner Signature Block and Acknowledgement
10. Ratification by lienholders and Acknowledgements
11. Registered land surveyor seal
12. Legend
13. Place all plan check zoning, development review, and use permit case numbers along the right hand border

14. Provide in block form in the lower right-hand corner of the plat the following information:
 - The name, address, and telephone number of the individual or agency that prepared the plat
 - Name of the subdivision, condominium or map of dedication
 - Date prepared and job number
 - Scale
 - "Sheet ____ of ____ sheets"

B. Required Notes

1. Certification

This certification must be provided by a land surveyor registered to practice in Arizona stating that the plat was made under their direction and that it meets the minimum standards of Arizona Land Boundary surveys. The land surveyor's seal must be placed on each sheet of the plat (see [Figure 3.1-1](#) for an example).

2. City of Scottsdale water service area:

This development is on the city of Scottsdale Water system, which has a certification of assured water supply.

3. If not a city of Scottsdale water service area:

A certificate of assured water supply has been submitted to the city of Scottsdale for this development.

4. When a plat lies within a 2-mile vicinity of the Scottsdale Airport the following note is required:

This plat lies within close proximity to the Scottsdale Airport ("the Airport"), which is located between Frank Lloyd Wright Boulevard on the north, Pima road on the east, Thunderbird Road on the south and Scottsdale Road on the west. The Airport is a general aviation reliever/commercial service airport for Scottsdale /Phoenix area.

C. Plan Sheets

1. Land surveyor's seal on all pages
2. Bearings, dimensions and curve data necessary for lot, tract, street, easement, etc.
3. Line tables
4. Curve tables
5. Scale, north arrow
6. Identify all abutting property including roadways with names and recording information within 150 feet of the proposed subdivision boundary
7. Natural Area Open Space exhibit
8. Provide in block form in the lower right hand corner of the plat the following information:
 - a. The name, address, and telephone number of the individual or agency that prepared the plat.
 - b. Name of the subdivision, condominium or map of dedication.
 - c. Date prepared and job number
 - d. Scale.
 - e. "Sheet ____ of ____ sheets."

3-1. 600

DEDICATION BY SEPARATE INSTRUMENT

Some developments require dedications of public rights-of-way, easements, or other types of property rights and may not need a plat or a map of dedication. In these instances, dedications are acquired through separate legal dedication forms, including confirmation forms from any lienholders with interest in the property.

3-1.601

DEDICATION PROCESS

Submit the following documents for review and approval by the final plans staff. The city will record these documents with the Maricopa County Recorder's Office. Dedications must be approved and recorded before the city will approve final plans and issue permits.

1. Complete the appropriate dedication form and/or confirmation form (available at: www.scottsdaleaz.gov/bldgresources/forms/). All property owners must sign and notarize the form. All lienholders with an interest in the subject property must sign and notarize a confirmation form. If there are no lienholders, there is no requirement for a confirmation form.
2. A Legal Description & Exhibit defining the dedication area must be prepared and sealed by a Registered Land Surveyor. Attach the legal description and exhibit to the dedication document and the confirmation form (if there are lienholders). The combined forms will be recorded as a single dedication document.
3. Submit a commitment for title insurance (dated within 30 days prior to submittal date) identifying the City of Scottsdale as the proposed insured, with the dedication documents.

3-1.602

TITLE EVIDENCE SUBMITTAL REQUIREMENTS

1. For Property Dedications (Easements, NAOS, and ROW, etc.), the city accepts only:
 - Commitment for Title Insurance or
 - Title Insurance Policy (Required for Commercial Development)

The two items above are the only standard Title products and the only documents that guarantee a complete search has been conducted to identify title issues. The city cannot accept any other evidence of title (Condition of Title Report, Limited Realty Report, Deeds, etc.).

2. The title information must not be more than 30 days old at the time of the dedication.
 - Title information for single family residential dedications is to be provided at the time of the first submittal.
 - Title Insurance Policy for commercial dedications is to be provided with the first submittal.
3. Title Evidence must comply with the following standards:
 - Submit a commitment for title insurance (dated within 30 days prior to submittal date) identifying the City of Scottsdale as the proposed insured. The dollar amount of the commitment must be commensurate with the value of the dedication, as determined by staff. The commitment must include the standard title insurance Schedule A and B.
 - The title information must follow standard title insurance industry standards for title reports, title commitments, and title policies.
 - The title information must be issued by a title insurer with offices in Maricopa County.
 - The title information must **not be more than 30 days old** at the time of the dedication.
 - The legal description that is the subject of the information must include the parcel covered by the dedication.



If the title information shows any unpaid deeds of trust, mortgages, HOA assessments, back property taxes, or other liens, the Applicant must provide the City with a copy of the recorded release of the lien or the dedication must include a signed and notarized Confirmation of Dedication.

The applicant **MUST** cure any title problems the city requests.

The title information can be submitted without copies of the legal documents mentioned in the information. However, if the City of Scottsdale has questions about such documents, the city may require such copies and may delay processing the application until the copies are provided.

PLEASE NOTE: The City of Scottsdale reserves the right to request additional information, up to and including a requirement that the Applicant secure a new title insurance policy in favor of the City of Scottsdale.

ELECTRONIC SUBMITTAL GUIDELINES

The city of Scottsdale has adopted the following Maricopa County guidelines as the minimum set of CAD layering standards. This document is designed to serve as a guideline to efficiently apply CAD layering and naming conventions to finalized subdivision plats. The guidelines are intended to be flexible to encourage CAD application development and standardization throughout Maricopa County.

The following layering and naming conventions are derived from the national standards established by the American Institute of Architects (AIA).

LAYER NAME FORMAT

No layer name should be longer than 16 characters and must be in the following format:

X-YYYY-ZZZZ-AAAA

X = Discipline - "C" character designating civil engineering design discipline(AIA).
YYYY = Major group - 1-4 characters, used to denote sub-disciplines based on construction or informational types, such as Right-of-Way, Boundaries, Easements, Parcels, etc.
ZZZZ = Modifier - 1-4 characters (optional), used to further define major groups. Not needed if major group name alone will suffice.
AAAA = User defined - 1-4 characters (optional), used to further define major groups and modifier.

Example:

C-RW-CL-NMS

C	=	Civil
RW	=	Street and Freeway Right-of-Way
CL	=	Centerlines
NMS	=	Street and Freeway Names

Reference all digitized plats to a known section corner with the basis of bearing clearly stated, and projected to state plane coordinates (all submittals should be NAD88 horizontal and NAD88 vertical per city of Scottsdale control grid).

3-1.700

3-1.701



Subdivisions – Appendix 3-1A

Dedication Descriptions

Type of Dedication	Description
Additional Signatures and Acknowledgments	Attach copies of this sheet to the back of any dedication form when there are more than two grantors. The blanks at the top of the page are for the name and date of the form to which this sheet is being attached.
Confirmation of Dedication	<ol style="list-style-type: none">1. A person who signs this document gives up his ownership rights to stop the city from using the dedication. For example, if a bank forecloses a mortgage that exists before the city receives a dedication; the foreclosure destroys the city's dedication, unless the bank signs this form.2. Form can be used with any dedication document. Eliminates the need for specific confirmation forms, such as Confirmation of Natural Area Open Space and Confirmation of Right-of-Way Dedication.3. Can be signed by any person who has an adverse interest in the land being dedicated. Eliminates the need for separate confirmation forms by lenders, tenants, etc.4. Instructions for completing the form:<ul style="list-style-type: none">• The first blank (labeled "Beneficiary") is for the name and organizational data of the person who has the adverse ownership.• The second blank is for the recording number of the document that created the adverse interest.• The third blank is for the name of the city dedication document that he is confirming (such as "Public Trail Easement").• The fourth blank is for the recording number of the city's dedication document that he is confirming.5. This document should be used at the same time as the dedication. It can also be used to cure a problem if the city discovers a lender, etc., who did not confirm the dedication. If used at the same time as the dedication, then insert the words "recorded herewith" in the fourth blank, cross out the "WHEN RECORDED RETURN TO" line at the top and the address immediately below it, and then attach this document to the back of the dedication and record with the dedication as a single document. Otherwise, insert the recording number for the dedication in the fourth blank and record the confirmation of dedication separately.
Deed of Right-of-Way Dedication	<p>Allows the city to use the property for:</p> <ul style="list-style-type: none">• Public street purposes• Motorized and non-motorized traffic• Public Utilities <p>Used to create ordinary street right-of-way.</p>



Subdivisions – Appendix 3-1A

Dedication Descriptions

Type of Dedication	Description
Drainage and Flood Control Easement and Provision for Maintenance	<p>Allows the city to use the property for:</p> <ul style="list-style-type: none"> • Diverting water onto the property • Drainage facilities <p>Does not give the city the right to install or operate or go on the property for:</p> <ul style="list-style-type: none"> • Utilities • Pedestrian or vehicular use (except related to drainage uses) • Any use by the public
Natural Area Open Space Easement , including Restored Desert	<p>Allows the city to stop any construction on or other disturbance of the land or natural desert plants.</p> <p>Does not give the city the right to operate or go on the property for:</p> <ul style="list-style-type: none"> • Public pedestrian and vehicular access • Any reason except as necessary to enforce the dedication
Private Access Easement	<p>The word “private” in the name of the document makes it clear that it is not creating a public street right-of-way.</p> <p>Allows the person named as grantee to use the property for a private street or driveway across one privately owned parcel serving another privately owned parcel.</p> <p>Does not allow:</p> <ul style="list-style-type: none"> • Access for the city or the public • Access for any city vehicles (including fire trucks or garbage trucks) • Public utilities
Public Ingress/Egress Easement	<p>Allows the city to use the property for public pedestrian and vehicular access.</p> <p>Does not give the city the right to install or operate or go on the property for:</p> <ul style="list-style-type: none"> • Drainage uses except as necessary for pedestrian and vehicular access • Utilities <p>Similar to a regular street right-of-way, except grantor still owns the land, and public use is limited to surface transportation (such as it does not allow utilities).</p>
Public Trail Easement	<p>Allows the city to use the property for:</p> <ul style="list-style-type: none"> • Public non-motorized access • Pedestrian and emergency and service vehicle access <p>Does not give the city the right to install or operate or go on the property for:</p> <ul style="list-style-type: none"> • Drainage facilities • Motor vehicle ways • Public Utilities



Subdivisions – Appendix 3-1A

Dedication Descriptions

Type of Dedication	Description
Public Utility Easement	<p>Allows the city to use the property for public utilities.</p> <p>Does not give the city the right to install or operate or go on the property for purposes other than public utility related uses.</p> <p>Does not give any public utility company any right to use the land. The dedication is only to the City of Scottsdale. The City can share its rights with public utility companies, but public utility company can only use easement with formal written permission from the City of Scottsdale (franchises, encroachment permits, etc.). These same rules apply to private utilities in normal street right-of-way.</p>
Scenic Corridor Easement	<p>Allows the city to prevent the owner from obstructing the view with any construction on or other disturbance of the land or natural desert plants.</p> <p>Does not allow the city to go on the property for any purpose other than to preserve the scenic corridor.</p>
Sewer Line Easement	<p>Allows the city to use the property for public sewer lines.</p> <p>Does not give the city the right to install or operate or go on the property for purposes other than public sewer line related uses.</p>
Sight Distance Easement	<p>Allows the city to prevent the owner from obstructing the view with any obstruction as per city code.</p> <p>Does not allow the city to go on the property for any purpose other than to preserve the sight distance.</p>
Water Line Easements	<p>Allows the city to use the property for public waterlines.</p> <p>Does not give the city the right to install or operate or go on the property for purposes other than public waterline related use.</p>



Final Plat Dedication Example

See [Section 3-1.102](#) for additional information about the Final Plat Dedication.

FINAL PLAT DEDICATION EXAMPLE

DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, has subdivided under the name "Pinnacle Property" a portion of the West Half of Section 6, Township 4 North, Range 5 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona, as shown and platted hereon, hereby publishes this Final Plat for "Pinnacle Property". Said plat sets forth the location and gives the dimensions of the lots, tracts, streets and easements constituting the same. Each lot, tract, and street shall be known by the number, letter, or name given each respectively on said plat. The public streets are dedicated to the city in fee. The easements are dedicated for the purposes stated hereon.

Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, does hereby grant to the Pinnacle Property Homeowners Association:

- 1) Tracts A, B, C, D, E, F, and G shall be owned and maintained by the Pinnacle Property Homeowners Association.
- 2) The private streets shown hereon as Tract "A" are declared as private access ways for the exclusive use of the members of the Scottsdale XYZ Homeowners Association and their assigns, and are not dedicated to the public for its use except as expressly stated hereon.

Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, does hereby dedicate to the City of Scottsdale, an Arizona municipal corporation:

1. The public streets in fee as shown hereon. Maintenance of the public streets shall be the Adjacent Property Owner's responsibility until such time the streets are improved to City of Scottsdale standards and accepted by the City of Scottsdale.
2. A perpetual, non-exclusive Scenic Corridor Easement (S.C.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the property as a scenic corridor free of any obstructions to the view of persons looking across the Property. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original grade.
3. A perpetual, non-exclusive Drainage Easement (D.E.) for the purposes of construction, operation, replacement, and repair of levies, dikes, channels, and other works of drainage or flood control in and over a portion of the areas designated as such hereon an easement upon, over, and across real property described hereon. Maintenance shall be the responsibility of the individual owner of the lot or tract where the easement is located hereon.
4. A perpetual, non-exclusive Sight Distance Easement (S.D.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the Property as a traffic safety visibility area free of any obstructions to the view of persons looking across the property. Without limitation, Grantor shall not allow or suffer to exist upon the property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original natural grade.
5. A perpetual, non-exclusive Public Utility Easement (P.U.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for electricity, water, wastewater, telecommunications, and all other manner of utilities, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
6. A perpetual, non-exclusive Emergency and Service-Type Access Easement (E.S.V.A.E.) upon, over, and across the parcel of land shown as Tract "A" hereon. The purpose of the easement is for providing access for emergency and service-type vehicles, including refuse collection vehicles.
7. A perpetual, non-exclusive Vehicle Non Access Easement (V.N.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is to prohibit vehicular access.
8. A perpetual, non-exclusive Public Trail Access Easement (P.T.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for all forms of non-motorized transportation together with motorized emergency, law enforcement, and service vehicles, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.



Subdivisions – Appendix 3-1B

Final Plat Dedication Example

FINAL PLAT DEDICATION EXAMPLE

9. Natural Area Open Space ("N.A.O.S.") easements are hereby dedicated to the City of Scottsdale upon, over, and across the areas for the purpose of the preservation of said land in its natural state and no grading, grubbing, excavating, or construction of any structure or development of any kind shall be permitted on or within said easement except as allowed under City of Scottsdale ordinances.
10. A perpetual, non-exclusive Water Line Easement (W.L.E. or W.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground water pipes, above ground appurtenances and for construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes and manholes, valves, access vaults, and facilities related thereto.
11. A perpetual, non-exclusive Sewer Line Easement (S.L.E. or S.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground sewer pipes and wastewater facilities, and for the construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes, manholes, access vaults and other improvements related thereto.

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this plat is recorded.

The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind Grantor have joined in this document. This document runs in favor of the Grantee's successors and assigns.

DATED this _____ day of _____, 20____.

Grantor: _____

For: _____

ACKNOWLEDGMENT

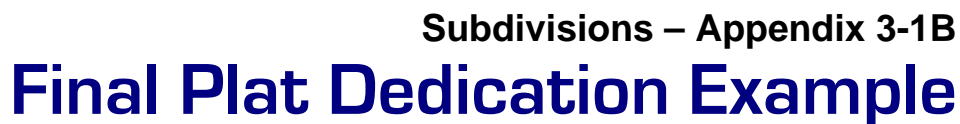
STATE OF ARIZONA)
) S.S.
COUNTY OF MARICOPA)

THIS DOCUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____,

BY _____ FOR AND ON BEHALF OF _____.

Notary Public

My commission expires: _____



As beneficiary under that certain deed of trust recorded in the County Recorder's Office, Maricopa County, Arizona, in Recorder's Number (MCR#)_____, the undersigned hereby ratifies, approves and confirmation is given to said dedications as stated in this plat as to the interest of the undersigned. The person signing for Beneficiary warrants and represents they have power and authority to do so.

Individual, Partnership, or Financial Institution, as beneficiary

Date _____

STATE OF ARIZONA)
) S.S.
COUNTY OF MARICOPA)

This document was acknowledged before me this _____ day of _____

By _____ for and on behalf of

Notary Public

My commission expires:

Approved by the Council of the City of Scottsdale, Arizona this the ____ day of ____, 20__, by _____, Mayor.

ATTEST By: _____
City Clerk

This plat has been reviewed for compliance with the City of Scottsdale's Design Standards and Policy Manual specifications.

By _____ Date _____
Chief Development Officer

This subdivision has been reviewed for compliance with the development standards of the City Of Scottsdale's Development Review Board (DRB) Case No. _____, and Zoning Case(s) No. _____, and all case related stipulations.

By _____ Date _____
Project Coordinator



Subdivisions – Appendix 3-1C

Condominium Dedication Example

See [Section 3-1.200](#) for addition information on Condominium Dedications.

CONDOMINIUM DEDICATION EXAMPLE

DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That Properties, LLC, an Arizona Limited Liability Company, as owner, has subdivided under the name of "The Residences, A Condominium" a condominium plat being a part of the Northeast Quarter of Section 27, Township 2 North, Range 4 East of the Gila and Salt River Meridian, Maricopa County, Arizona, as shown and platted hereon, hereby declares that said condominium plat sets forth the location and dimensions of the buildings, units, common elements, and easements, and that each will be known by the letter, number or name given on said plat.

Tract "A" is to be operated and maintained by The Residences Condominium Association, and all other common areas, limited common areas and common elements will be operated and maintained as set forth and defined in the condominium declaration to be recorded simultaneously with the condominium plat.

Properties, L.L.C., an Arizona Limited Liability Company, does hereby grant to the City of Scottsdale, an Arizona municipal corporation:

1. A perpetual, non-exclusive Emergency and Service-Type Vehicles Access Easement (E.S.V.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is to provide access and includes Refuse Collection Vehicles.
2. A perpetual, non-exclusive Drainage Easement (D.E.) for the purposes of construction, operation, replacement, and repair of levies, dikes, channels, and other works of drainage or flood control in and over a portion of the areas designated as such hereon an easement upon, over, and across real property described hereon. Maintenance shall be the responsibility of the individual owner of the lot or tract where the easement is located hereon.
3. A perpetual, non-exclusive Water Line Easement (W.L.E. or W.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground water pipes, above ground appurtenances and for construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes and manholes, valves, access vaults, and facilities related thereto.
4. A perpetual, non-exclusive Sewer Line Easement (S.L.E. or S.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground sewer pipes and wastewater facilities, and for the construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes, manholes, access vaults and other improvements related thereto.
5. A perpetual, non-exclusive Sight Distance Easement (S.D.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is to preserve the area as shown hereon as a safety visibility area free of any obstructions to the view of persons looking across the said easement shown hereon. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens or other structures of things exceeding a height determined by Grantee.
6. A perpetual, non-exclusive Non-Vehicular Access Easement (N.V.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for prohibiting vehicular access. Construction of any structure or development of any kind shall not be permitted on or within said easement except as allowed under City of Scottsdale ordinances.



Subdivisions – Appendix 3-1C

Condominium Dedication Example

CONDOMINIUM DEDICATION EXAMPLE

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this plat is recorded.

The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind Grantor have joined in this document. This document runs in favor of the Grantee's successors and assigns.

DATED this ____ day of _____, 20____.

Grantor: _____

For: _____

ACKNOWLEDGMENT

STATE OF ARIZONA)

) S.S.

COUNTY OF MARICOPA)

THIS DOCUMENT WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____ ,

BY _____ FOR AND ON BEHALF OF _____ .

Notary Public

My commission expires: _____



Subdivisions – Appendix 3-1D

Map of Dedication Example

See [Section 3-1.300](#) for additional information on the map of dedication.

MAP OF DEDICATION EXAMPLE

DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That US Properties, LLC, an Arizona Limited Liability Company, and Arizona Properties, LLC, an Arizona limited liability company, as owners of the property situated in the South Half of the Southwest Quarter of Section 14, Township 4 North, Range 4 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona, as shown and mapped hereon, hereby publishes this Map of Dedication for “Highpoint Ridge”. Said map sets forth and gives the dimensions of the fee road right-of-way and easements on the above described premises. The easements are dedicated for the purposes stated hereon.

US Properties, LLC, an Arizona Limited Liability Company, and Arizona Properties, LLC, an Arizona limited liability company, do hereby dedicate to the City of Scottsdale, an Arizona municipal corporation:

1. The public streets in fee as shown hereon. Maintenance of the public streets shall be the Adjacent Property Owner's responsibility until such time the streets are improved to City of Scottsdale standards and accepted by the City of Scottsdale.
2. A perpetual, non-exclusive Drainage Easement (D.E.) for the purposes of construction, operation, replacement, and repair of levies, dikes, channels, and other works of drainage or flood control in and over a portion of the areas designated as such hereon an easement upon, over, and across real property described hereon. Maintenance shall be the responsibility of the individual owner of the lot or tract where the easement is located hereon.
3. A perpetual, non-exclusive Scenic Corridor Easement (S.C.E.) upon, over, and across the parcel of land shown hereon. The purpose **is to preserve** the property as a scenic corridor free of any obstructions to the view of persons looking across the Property. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original grade.
4. A perpetual, non-exclusive Public Trail Access Easement (P.T.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for all forms of non-motorized transportation together with motorized emergency, law enforcement, and service vehicles, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
5. A perpetual, non-exclusive Public Utility Easement (P.U.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for electricity, water, wastewater, telecommunications and all other manner of utilities, and for construction, operation, use, maintenance, repair, modification and replacement from time to time of improvements related thereto.
6. A perpetual, non-exclusive Water Line Easement (W.L.E. or W.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground water pipes, above ground appurtenances and for construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes and manholes, valves, access vaults, and facilities related thereto.
7. A perpetual, non-exclusive Sewer Line Easement (S.L.E. or S.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground sewer pipes and wastewater facilities, and for the construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes, manholes, access vaults and other improvements related thereto.



Subdivisions – Appendix 3-1D

Map of Dedication Example

MAP OF DEDICATION EXAMPLE

8. A perpetual, non-exclusive Sight Distance Easement (S.D.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is to preserve the area as shown hereon as a safety visibility area free of any obstructions to the view of persons looking across the said easement shown hereon. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens or other structures of things exceeding a height determined by Grantee.
9. A perpetual, non-exclusive Emergency Vehicle and Service-Type Easement (E.V.& S.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is to provide access to emergency and service type vehicles, including Refuse Collection Vehicles.
10. A perpetual, non-exclusive Public Access Easement (P.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for pedestrian and vehicular access.
11. A perpetual, non-exclusive Non-Vehicular Access Easement (N.V.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for prohibiting vehicular access. Construction of any structure or development of any kind shall not be permitted on or within said easement except as allowed under City of Scottsdale ordinances.

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this map, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this map has consented to or joined in this map, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this map is recorded.

The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind Grantor have joined in this document. This document runs in favor of the Grantee's successors and assigns.

DATED this ____ day of _____, 20____.

Grantor: _____

For: _____

ACKNOWLEDGMENT

STATE OF ARIZONA)

) S.S.

COUNTY OF MARICOPA)

THIS DOCUMENT WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____ ,

BY _____ FOR AND ON BEHALF OF _____ .

Notary Public

My commission expires: _____

This section provides standards, policies, and the review and approval process for property divisions (creating 2 to 4 lots), property assemblages, and property line adjustments. Following this guidance will assist in creating lots that meet the minimum development standards of the zoning ordinance and provide required rights-of-way and easement dedications.

One Stop Shop

7447 E. Indian School Road
Suite 100
480-312-2500

Advance Planning, Policy & Design

7506 E. Indian School Road
480-312-7990

Current Planning

7447 E. Indian School Road
Suite 105
480-312-7000

Plan Review

7447 E. Indian School Road
Suite 125
480-312-7080

Contents

Sections

3-2.000	General Information
3-2.100	Procedures
3-2.200	Important Limitations & Policies
3-2.300	Dedications / Declarations

Figures

3.2-1	Sample Property Division Map
3.2-2	Sample Property Assemblage Map
3.2-3	Sample Lot Line Adjustment

GENERAL INFORMATION

3-2.000

A. Property Division

A property division is when a property is divided into two or three lots, and does not otherwise qualify as a subdivision (see [Section 3-1](#) for Subdivisions). (See [Figure 3.2-1](#).)

Examples of a property division are:

- Dividing a parcel of land into 2 or 3 lots within any district, and
- Dividing a parcel of land into 2 lots within a platted subdivision.

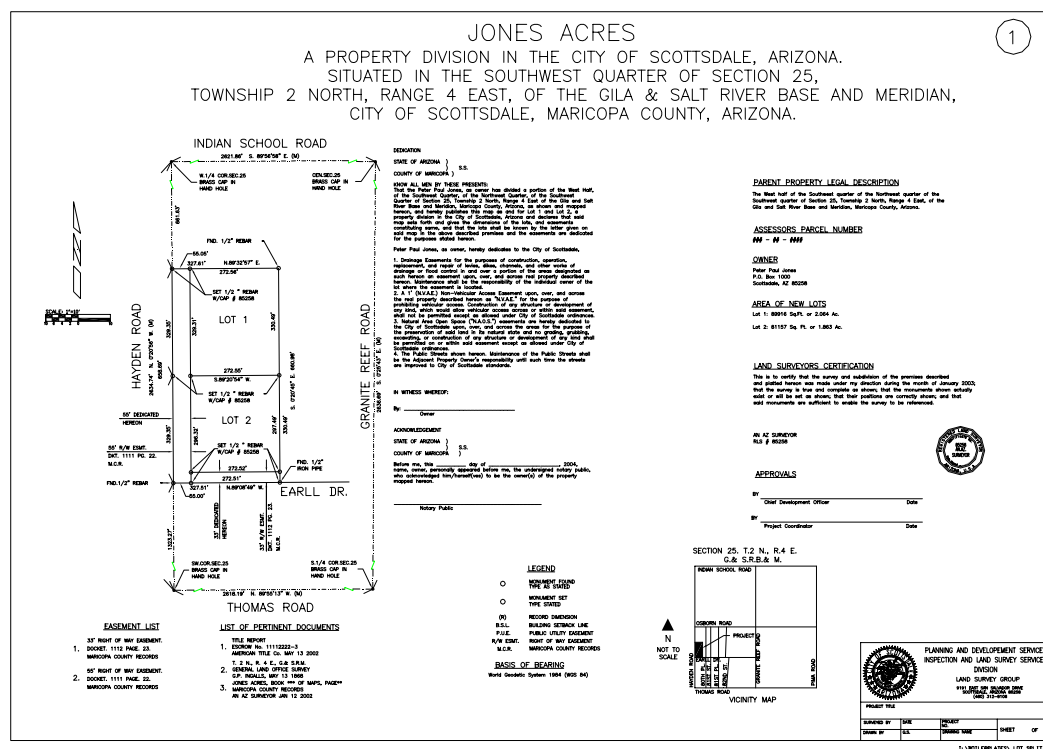


FIGURE 3.2-1. SAMPLE PROPERTY DIVISION MAP

B. Property Assemblage

A property assemblage is when 2 or more existing lots or tracts of land are combined into a single lot or tract of land as shown in Figure 3.2-2.

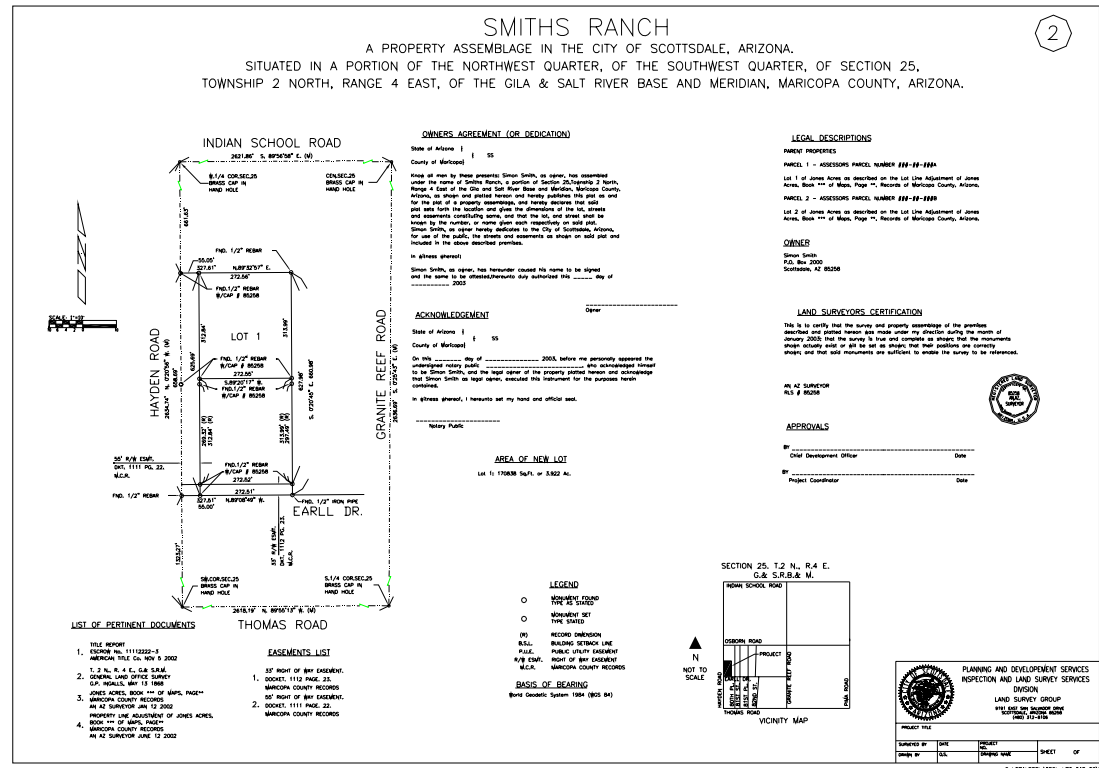


FIGURE 3.2-2. SAMPLE PROPERTY ASSEMBLAGE MAP

C. Property Line Adjustment

A property line adjustment is a minor movement to an existing lot line separating adjacent lots (see [Figure 3.2-3](#)).

Examples of a property line adjustment are:

- A minor movement of an existing lot line to avoid or correct a setback violation;
- A minor movement of an existing lot line to avoid a development standard violation; and
- A minor movement of an existing lot line to correct an encroachment error.

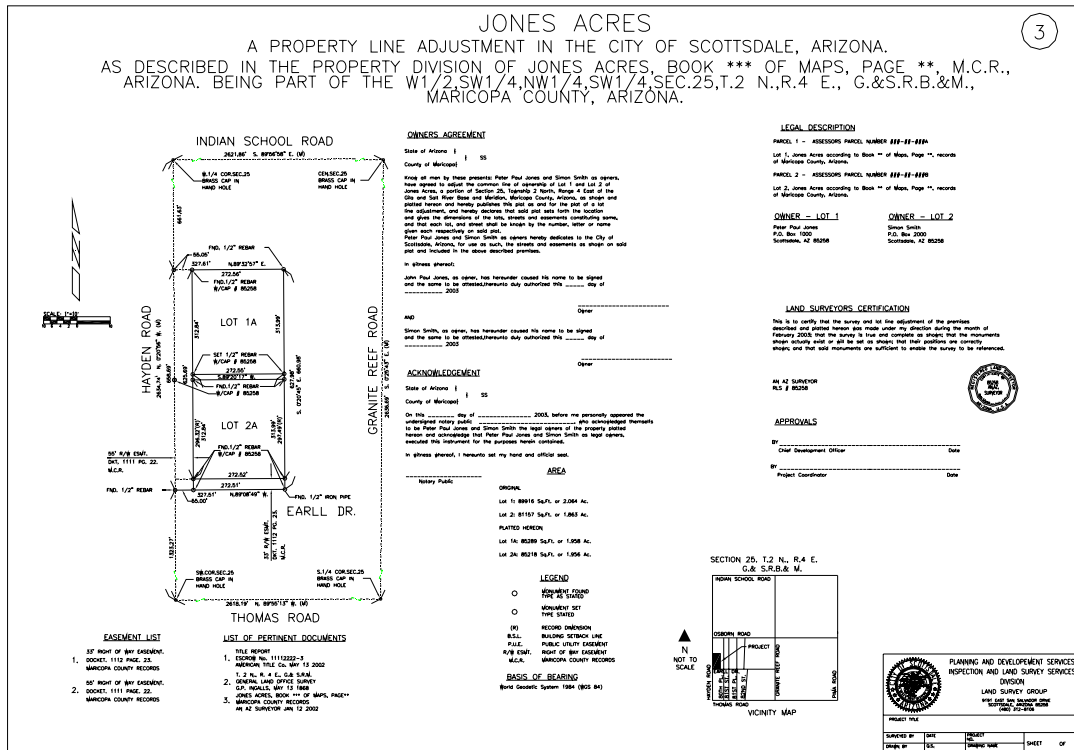


FIGURE 3.2-3. SAMPLE LOT LINE ADJUSTMENT

PROCEDURES

APPLICATION FOR LAND DIVISION

Land divisions require both a staff approval and plan review. To apply, submit a Land Division application and fee to the One Stop Shop. Forms, checklists, and submittal requirements can be found online at www.scottsdaleaz.gov/bldgresources/forms or by calling Current Planning at 480-312-7000.

REVIEW PROCESS

A project coordinator and a team of city staff consultants will review the application to determine whether the proposed property division, property assemblage, or property line adjustment meets the appropriate criteria for staff approval. The team will review the application for zoning, building code, archeology, engineering, and transportation requirements. The land division approval process usually involves the following steps:

1. If the application meets the criteria for staff approval without further information, the applicant may proceed to final plans submittal.
2. If the application appears to meet the criteria for staff approval, but the team requires further information, the project coordinator will advise the applicant to provide specific additional information.

3. If the application does not meet the criteria for staff approval, the project coordinator will inform the applicant of possible alternate methods of approval for the proposed project. For example, if an applicant wishes to divide land into four or more lots, (or any other way that meets the definition of subdivision in the Subdivision Ordinance), the applicant must file for review of preliminary and final plats.
4. If additional information is requested and submitted, the application (with the additional information) will go through another team meeting and review before staff meets with the applicant.
5. Upon approval, staff will advise the applicant of required stipulations and specific public objectives, standards, procedures, and regulations related to the property division, property assemblage, or property line adjustment.

3-2.103**FINAL MAPS SUBMITTAL AND REVIEW**

After the applicant has received staff approval to proceed to final plans submittal, the applicant should submit final plans in conformance with:

1. The staff approval,
2. The minimum mapping standards in [Section 3-3](#), and
3. The stipulations requested by staff, along with the non-refundable fee for processing.

The team will again review the final plans for zoning, building code, archeology, engineering, transportation, and any other requirements uniquely attributable to the proposed project. Staff will advise the applicant of the status of the final plans, the need for any changes or additional information, and notify the applicant when the final map is ready for recordation.

3-2.104**RECORDING THE MAP**

The applicant should submit 2 Mylars (or 3, if the applicant wants to retain a recorded copy) of the final map and non-refundable recording fees. The applicant may sell or apply for permits only after the property division, property assemblage, or property line adjustment is recorded.

3-2.200**IMPORTANT LIMITATIONS & POLICIES**

1. The owner bears the burden to conform the proposed property division, property assemblage, and property line adjustment to all applicable federal, state, and city statutes, rules, regulations, ordinances, plans, and policies.
2. Except where expressly modified or permitted by the Zoning Administrator, all lots resulting from a property division, property assemblage, or property line adjustment will be in conformance with the lot, street, block, alley, and easement design standards and requirements specified for subdivisions in the Subdivision Ordinance.
3. All lots created by a property division, property assemblage, or property line adjustment will conform to the city Zoning Ordinance and General Plan. No land will be divided so that the resulting lots contain more dwelling units than are permitted by the existing zoning district regulations where the lots are located.
4. All lots created by a property division, property assemblage, or property line adjustment will conform to all other applicable laws, rules, regulations, plans and policies.

5. All lots created by a property division, property assemblage, or property line adjustment will:
 - Have frontage on a public or private street, and
 - Be subject to dedicating access to public improvements.
6. Any new street created through the division of land is considered a subdivision and therefore must comply with the subdivision process (see [Section 3-1](#)).
7. All lots created by a property division, property assemblage, or property line adjustment will contribute proportionate shares to the city's public improvements. The city staff will require the applicant to provide, within a specific time, on-site and off-site public improvements, or payment in lieu of those improvements.
8. The applicant must provide all application information in writing, by notes on plans, by letter, or by combination thereof, and may use several sheets to show various elements of the required information.
9. No land division application that has already been subject to a property division will be accepted, reviewed or approved until 2 years after the recordation of the original property division. Furthermore, the new division application must not create 4 contiguous lots in ownership.
10. Anyone attempting to avoid compliance with the state and/or local subdivision laws and regulations will be reported to the Arizona State Department of Real Estate. Examples of transactions that will induce close scrutiny include:
 - Family members acting in concert to divide property in a piecemeal manner to avoid the application of state and/or local subdivision laws and regulations, especially in a period of less than 5 years.
 - Interrelated partnerships, trusts, corporations, or other entities acting in collusion to divide property in a piecemeal manner to avoid the application of state and/or local subdivision laws and regulations, especially in a period of less than 5 years.
 - Any other activity that results in multiple divisions of the same or adjacent property in a period of less than 5 years.
11. All non-residential property divisions, property assemblages, and property line adjustments are subject to additional site plan approval from the Development Review Board.
12. All non-residential property divisions or property line adjustments involving property with existing structures must either:
 - Meet the approved Development Review Board development standards for the lot(s) created, or
 - Enter into a recorded agreement with the other owners addressing parking, open space, retention, maintenance, building volume, and access within the complex or center.
13. City staff will only approve a non-residential property division or property line adjustment under the procedures in this section if the property division or property line adjustment has no significant effect on the shared public and private facilities for parking, open space, retention, drainage, and access.

3-2.300**DEDICATIONS / DECLARATIONS**

The following dedications/declarations can be downloaded from the city of Scottsdale web site at <http://www.scottsdaleaz.gov/bldgresources/forms>:

- Property assemblage in public land survey system with additional streets or easements created.
- Property assemblage in public land survey system with no additional streets or easements created.
- Property assemblage in an existing subdivision with additional streets or easements created.
- Property assemblage in an existing subdivision with no additional streets or easements created.
- Property division in public land survey system with additional streets or easements created.
- Property division in public land survey system with no additional streets or easements created.
- Property division in an existing subdivision with additional streets or easements created.
- Property division in an existing subdivision with no additional streets or easements created.
- Property line adjustment in public land survey system with additional streets or easements created.
- Property line adjustment in public land survey system with no additional streets or easements created.
- Property line adjustment in an existing subdivision with additional streets or easements created.
- Property line adjustment in an existing subdivision with no additional streets or easements created.

This section addresses land surveying and mapping requirements related to real property within the city. It specifies elevation data needed for submittals and the minimum requirements for compliance with federal, state, county, and city standards.

One Stop Shop

7447 E. Indian School Road
Suite 100
480-312-2500

Advance Planning, Policy & Design

7506 E. Indian School Road
480-312-7990

Current Planning

7447 E. Indian School Road
Suite 105
480-312-7000

Plan Review

7447 E. Indian School Road
Suite 125
480-312-7080

Contents

Sections

- 3-3.000** General Information
- 3-3.100** Minimum Standards
- 3-3.200** Map Requirements

GENERAL INFORMATION

3-3.000

Real property related submittals must comply with applicable policies and standards. This includes but is not restricted to the Arizona Boundary Survey Minimum Standards and the statutes governing the Arizona State Board of Technical Registration as found at www.btr.state.az.us.

All submittals requiring or making reference to elevation data must use or relate to the city of Scottsdale reference datum, which is the North America Vertical Datum of 1988 (NAVD 88). Horizontal & Vertical datum web site: www.scottsdaleaz.gov/landsurvey.

A. Mapping

All mapping and platting in order to create new or different parcels of land for the purpose of sale, lease, or public use must be done in accordance with the minimum standards set forth in the laws of the United States of America, the State of Arizona, County of Maricopa, and the city of Scottsdale.

Critical review of land survey product submittals will be based on published rules and minimum standards set forth by the above referenced agencies.

MINIMUM STANDARDS

3-3.100

LAND SURVEYING & MAPPING

3-3.101

1. Compliance with the Public Land Survey System, established by the General Land Office and currently administered by the Bureau of Land Management, is required when performing any land boundary survey.
2. Compliance with Arizona Revised Statutes regarding land surveying and mapping, together with the Arizona Boundary Survey Minimum Standards administered by the Board of Technical Registration, must be reflected on mapping products submitted by the land surveyor.
3. The land surveyor must comply with the requirements of the Maricopa County Recorder regarding recording standards prior to submittal of mapping products to the city.
4. The city of Scottsdale's minimum standards for mapping and platting include the above minimum standards along with proper research, field examination, measurements, analysis, calculation and presentation, and as follows:

A land boundary survey of the subject property must be performed in accordance with "Minimum Standards for Arizona Land Boundary Surveys" (effective February 2002 by the State of Arizona Board of Technical Registration), which includes but is not limited to the following:

- a. The map or plat must be presented on a format acceptable for recording with the office of the Maricopa County Recorder on a 24 inch X 36 inch sheet size.
- b. Submit survey field notes, raw data, and coordinate files (electronically) from the actual field survey conducted by the surveyor submitting the plat or map.
- c. Submit the closure and area calculations for the parent parcel, and parcels resulting from a land division, a land assemblage, or a property line adjustment, and any easements being created or of record.
- d. Show and describe all monuments controlling the boundary of the subject property.
- e. Show all measured and recorded distances (bearings if necessary).
- f. Basis of bearings.
- g. Show property boundary line with heavy solid line. Boundary is defined as contained in title report legal description. Include the easements for the gross property area.
- h. Show all previous property divisions with case and recording numbers.
- i. Show all easements that appear in title report, citing width, dimensions (bearings and distances), and recorded instrument number.
- j. Show easements that may appear on the Patent Deed in Small Tract Act areas. (Also known as "GLO easements" and do not always appear in title report – See [Section 3-4.200.](#))
- k. Show all existing improvements that are affected by zoning district restrictions with distances from property line.
- l. Show zoning district building setback lines with dimensions.
- m. Show building permit numbers of existing structures.
- n. Show existing septic tank and disposal site and its post-approval disposition with distance from property line and structures.
- o. Show existing well, if any.
- p. Show legal access to property.
- q. Show names of adjacent property owners or Assessor Parcel Numbers.
- r. Show area, in square feet, and dimensions of each new lot with lot number.
- s. Show a vicinity map.
- t. Show existing roadway names.
- u. Show north arrow and scale.
- v. Show pertinent references per State of Arizona Board of Technical Registration Minimum Standards.
- w. Show significant land features.

MAP REQUIREMENTS

3-3.200

REQUIRED ELEMENTS

3-3.201

1. The Survey Map, prepared on a recordable format, will be the only document to be produced by the applicant's Registered Land Surveyor. New lots, street dedications, and easements required for various purposes will be shown on the plat. Special conditions of the request can be expressed here. Depending upon the nature of the request, a city representative will recommend specific elements necessary to show on the specific plat.
2. Provide a name of survey map, such as "Land Survey Map for JOHNSON PROPERTIES" in the title caption on the cover sheet.
3. Brief description in the title stating at a minimum the quarter section, Section, Township, Range, Meridian, County, and State. The title may need more specific information depending on particulars of the parent description.
4. Complete legal description as appears in the subject current title report.
5. Legal descriptions of new lots are not necessary as the lot and name of plat will be sufficient for conveyance.
6. Dedication / Declaration / Agreement and Acknowledgment (see [Appendices 3-1B, C, and D](#)).
7. Ratification by beneficiaries, if applicable, and Acknowledgment (see [Appendices 3-1B, C, and D](#)).
8. Land surveyors certification ([Figure 3.1-1](#)).
9. Consultant's name and address.
10. City approval by Planning and Development Department (see [Appendices 3-1B, C, and D](#)).
11. Legend.
12. North arrow and scale.
13. List of pertinent references.
14. Show existing easements, recording references, dimensions (bearings and distances), and purposes.
15. Case number and DR number.
16. Stipulations as required on the Staff Approval.

This section describes the process for releasing public roadway and General Land Office easements. A pre-application, formal submittal, and public hearing are required for each abandonment proposal.

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- 3-4.000** General Information
- 3-4.100** Public Roadway Abandonments
- 3-4.200** GLO Easements

Figures

- 3.4-1** GLO Easement Location Map

GENERAL INFORMATION

3-4.000

Abandonment is the process by which the city of Scottsdale gives up its public interest in the public roadways. These roadways may have been obtained through subdivision plats, deeds, easements, and reservations and may be called streets, alleys, rights-of-way, roadway easements and roadway reservations. All of these forms of roadways are typically recorded in Maricopa County Records' Office as a matter of public record.

The common element of these roadways is they all contain roadway rights in favor of the city of Scottsdale (general public). Abandonment releases the publicly held interest in a roadway, including, but not limited to the right to access, build roads, bridges, sidewalk curbs and gutters, drainage facilities, and utilities.

Abandonments typically occur when a property owner wishes to eliminate the public interest in a public roadway, alley or easement affecting, or adjacent to their property. Once abandoned, the roadway area becomes part of the adjacent property.

Examples:

- A sub-divider or a developer may want to eliminate excess public roadways to facilitate creating a new subdivision or commercial project.
- A neighborhood may want to form a gated, private community.
- The city may determine that a public roadway is no longer necessary, and may initiate abandonment.

A. Applicable Regulations

- City Code, Chapter 47, Article IV. Streets, Sidewalks & Public Works
- Arizona Revised Statutes, Article 8, Chapter 20, Title 28

PUBLIC ROADWAY ABANDONMENTS

3-4.100

The abandonment process consists of Pre-Application, Formal Submittal, and the Public Hearing Process (see [Section 1-1](#)). The public rights are transferred back to the property owner in a Resolution approved by City Council. Additional information, including fee sheets, can be found on-line at www.scottsdaleaz.gov/bldgresources/devprocess. See <http://www.scottsdaleaz.gov/bldgResources/forms> for an abandonment checklist.

ABANDONMENT PRE-APPLICATION

3-4.101

A pre-application is required for each abandonment proposal (see [Section 1-1.200](#)). Obtain forms and fee schedules from the Current Planning office, online at www.scottsdaleaz.gov/BldgResources/DevProcess; or by calling 480-312-7000.

At the pre-application conference, staff will review the request and outline the approval process. All Abandonments require a Neighborhood Involvement Plan (see [Section 1-1.301](#)). The staff coordinator will determine specific notation requirements at this pre-application meeting. Requirements may include neighborhood/HOA notification, posting a sign on the property, an open house, or other notification as determined by the coordinator.

After the pre-application meeting, the staff coordinator will then take the request to affected city departments for their comments (Transportation, Sanitation, Trails, and Fire, etc). Within 2 weeks of the conference, the staff coordinator will provide an application, a listing of the issues that surfaced in staff discussions, and a determination of whether or not staff can support the request.

3-4.102**FORMAL APPLICATION SUBMITTAL**

The typical time frame for applicants to address staff concerns and complete their application requirements is 1 to 6 weeks. After completing the application and assembling the related materials, the applicant must schedule a meeting with the coordinator to verify the application; staff will sign the application indicating that all requirements have been met. After obtaining staff signature, submit application materials and payment to the One Stop Shop.

3-4.103**PUBLIC HEARINGS**

Abandonments are required to go through two public hearings (Planning Commission and City Council) to allow neighbors and other interested parties (HOAs, etc.) an opportunity to review and comment on the proposal. Due to the legal noticing requirements for public hearings, it may take 3 to 6 months to process an abandonment. Planning Commission hearings typically take place 6 -12 weeks after formal submittal; City Council hearings 4 - 8 weeks after that.

3-4.104**RECORDED DOCUMENT FINALIZES ABANDONMENT**

If the Council approves the request, the resolution will be sent to the Maricopa County Records' office, which legally abandons the city's public interest in the property (as authorized by State Statutes). Recordation of this Resolution is the final step in the public roadway abandonment process. A copy of the recorded document is sent to the applicant approximately 1 month after the Council passes the resolution.

3-4.200**GENERAL LAND OFFICE (GLO) EASEMENTS**

The General Land Office (GLO) roadway easements were created by the Federal Small Tract Act (1938) to assure legal access for future street planning by prohibiting the building of any structures across these easements. The city has viewed these patent roadway and utility easements as assured access at least until a local circulation plan is established. As GLO lots come in for development (such as lot splits, subdivisions, or requesting building permits) staff requires city rights-of-way dedications per city circulation plans.

Any patent easement in excess of the current circulation plan requirements (including trails), roadway standards, and not required to insure access to any other lot, may be requested to be abandoned. GLO roadway easements go through the same process as the public roadway abandonment; the public rights are abandoned in a Resolution approved by City Council. See [Figure 3.4-1](#) for GLO Easements in the city.

The city's abandonment of a GLO easement does not include any determination of private rights; similar to other private easement rights, those are matters between property owners.



FIGURE 3.4-1. GENERAL LAND OFFICE (GLO) EASEMENT LOCATIONS